



DEPARTMENT OF THE AIR FORCE

50TH SPACE WING (AFSPC)



MEMORANDUM FOR DISTRIBUTION A, B & C

14 APR 1998

FROM: 50 SW/CV

SUBJECT: Use of Base Supply for Actions Under \$2,500 for Office Supplies/Equipment

1. Effective immediately, all authorized commercial micropurchase items (\$2,500 and under) will be bought with the IMPAC card.
2. As recently as March 1997, we asked you to pursue a goal of purchasing 90% of all your items via IMPAC under \$2,500. You have done a great job by achieving that goal! Now we are going to increase our goal to 100%. Therefore, all commercial office supplies and equipment under \$2,500 will be purchased via IMPAC card. Commercial items are items that are available off-the-shelf in the commercial marketplace, including office supplies, general supplies, and construction stock items. Commercial items do not include items for which the use of the IMPAC card is prohibited, such as weapon systems, explosives, hazardous materials, mandatory sources and other unauthorized items. The attached list will remind you which items you are prohibited from purchasing with the IMPAC card (the remote tracking sites are exempt from the requirement). You may also use the GSA Advantage web page @ www.gsa.gov/cgi-bin/advwel to determine if an item is a mandatory source or not. Questions about whether a particular item can be purchased under IMPAC can be answered by IMPAC cardholders or the IMPAC Program Coordinator, 1Lt Thomas J. Menza, 50 CONS/LGCR, 7-3835.
3. You will no longer use base supply for "IMPAC-able" items. For requirements of less than \$2,500, Base Supply will be used only for mission spares and other instances where use of IMPAC is prohibited. For requirements over \$2,500, the rules haven't changed—either a requisition to Base Supply or a Purchase Request to the contracting squadron is acceptable, depending on the nature of the item required.
4. All commanders and other 50 SW personnel must use IMPAC to the maximum extent—the Federal Government and the American taxpayer benefit when we do so. We're in the midst of a transition and a change in our business practices. For purchases under \$2,500, IMPAC is the right way (except for a certain few instances which IMPAC cardholders already understand).


ROGER W. BURG
Colonel, USAF
Vice Commander

Attachment:
List of Unauthorized Purchases

Unauthorized Purchases with the IMPAC

The IMPAC shall not be used for the following purposes:

1. **Cash Advances.** Cash advances are **prohibited** under the commercial credit card program.
2. Travel related purchases including: Rental/lease of motor vehicles associated with travel or temporary duty supported by travel orders (purchase of airline, bus, or train tickets); purchase of meals, drinks, lodging, or other travel or subsistence costs associated with Government official travel (American Express Card covers this). **Note:** Subsistence items (not prepared meals) not associated with individual travel may be purchased with IMPAC from the commissary or commercial sources and for meals paid from official representation funds (i.e., dignitaries meals, etc.). Before going to a commercial source it must be determined that troop issue (Prime Vendor) and commissary cannot support the requirement. For purchases of prepared meals, IMPAC can be used if a written determination is approved by the approving official that a corporate AMEX Card cannot be used to satisfy the requirement.
3. Rentals or leases of land or buildings exceeding 30 days, an example of acceptable usage would be a deployed unit needing office space on a month to month basis or a unit needing space for a conference or banquet.
4. Purchase of aviation, diesel, or gasoline fuel or oil for aircraft and motorized vehicles (fuel card should be used for this). SF 149 must be used for these types of purchases. However, IMPAC may be used if the SF 149 is not accepted. Regardless of the method used to purchase fuel, all fuel purchases must be reported back to the host fuels flight for computer processing into FAMS.
5. Repair of leased vehicles when the lease provides for service/maintenance.
6. Purchase of telecommunications services, i.e., major systems such as FTS 2000 or DSN (unless approved or purchased by personnel assigned to the Communications squadron).
7. Purchase of hazardous/dangerous items such as explosives, munitions, toxins, firearms, unless local purchase authority is granted by the IMM.
8. Purchases of janitorial, yard and maintenance services, or other repair services covered by contracts already written for these services on base (check with the Contracting Office first) unless there is an emergency situation where the contractor cannot meet the requirement.
9. Purchases of printing or copying services provided by commercial sources. Cardholders shall use the Defense Automated Printing Service (DAPS) or any

government printing/copying office (IMPAC is accepted by these required printing sources).

10. Purchases of personal services.

11. Purchases of classified and sensitive items.

12. Purchases of construction services exceeding \$2,000 (Davis-Bacon Act).

13. Purchases of MWR peculiar items such as athletic shoes, clothing, equipment, sports uniforms, etc., unless purchased by MWR offices.

14. Purchases of Individual Equipment and Organizational Clothing (items managed by Base Supply Individual Equipment Unit).